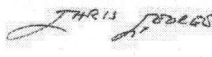




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CONFIDENTIALITY AGREEMENT

To: All IRIS Volunteers and Staff
From: Chris George, Executive Director 
Re: Access to Refugee Client Records and Information

Your work at Integrated Refugee & Immigrant Services (IRIS) will involve access to names and other information regarding IRIS clients.

IRIS adheres to the highest standards of confidentiality in the management of client information. This means that:

- Your knowledge of names of IRIS clients or your possession of any other information about IRIS clients is to be shared with absolutely no one outside of the agency unless required by law to do so.
- Discussion of client-related information within the agency and cosponsor partner organizations is to be limited to what is necessary and appropriate to the completion of work assignments and other client-centered tasks.
- Information shared with any community organization outside IRIS and its cosponsor partner organizations is to be limited to information on bio-data as needed.

Violation of confidentiality will be viewed very seriously.

By signing below you verify that you have read and understood the information presented above.

Signature _____

Date _____

Print Name _____

Please turn over to read and sign to acknowledge understanding of the IASC Six Core Principles Relating to Sexual Exploitation and Abuse

